

University of Delaware

School of Education

Master of Arts in

Teaching English as a Second Language

(including the 4 + 1 B.A./M.A. Program)

Program Policy Statement

Part I. Program History

- A. Purpose Statement***
- B. Origin of the Program***
- C. Administration and Faculty***
- D. Degrees Offered***

Part II. Admission

- A. University Policy on Admission***
- B. University Admission Procedures***
- C. Specific Requirements for Admission into the M.A. in TESL***
- D. Admission Status***

Part III. Degree Requirements for the M.A. in TESL

- A. Course Requirements***
- B. Non-Registered Degree Requirements***
- C. Language Requirements***

Part IV. General Information

- A. Financial Assistance***
- B. Application for Advanced Degree***
- C. Graduate Grade Point Average***
- D. Time Limits for the Completion of Degree Requirements***
- E. Extension of the Time Limit***
- F. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware***
- G. Transfer of Credit from Another Institution***
- H. Transfer of Credit from the Undergraduate Division at the University of Delaware***

Part V. 4+1 Option

- A. Admission into the 4 + 1 Program***
- B. Maintaining Status within the Program***
- C. 4 + 1 Degree Requirements for the M.A. in Teaching English as a Second Language***
- D. Fellowship, Scholarship and Assistantship Policy***

Revised Fall 2008

Part I. Program History

A. Purpose Statement

The M.A. in Teaching English as a Second Language (TESL) is designed to prepare candidates to become English as a Second Language (ESL) professionals, being qualified to teach at university intensive English programs, in overseas English as a Foreign Language (EFL) programs, or as certified ESL or Bilingual teachers in primary and secondary schools. To do this effectively, they must have a strong knowledge of the process of second language acquisition and a command of the syntax, phonology, semantics, and morphology of the English language. Equally important, effective ESL and bilingual teachers must be able to translate their understanding of language and culture into the kind of classroom practice that allows their students to learn English effectively and thereby become successful participants in the target language community. To this end, degree candidates must be able to employ effective methods of teaching ESL that are appropriate to any given instructional context and to gain facility in assessment as well as ESL lesson, syllabus, and curriculum design. Finally, they must have the dispositions and skills to work as partners with their learners, with families, and with other teachers.

B. Origin of the Program

The M.A. in TESL replaced the M.A. in English Language Teaching, previously offered by the English Department in the College of Arts and Science. Designed to meet the growing needs for certified ESL and Bilingual teachers in Delaware and its surrounding states, the TESL degree was conceived as an interdisciplinary program involving the School of Education and the departments of Linguistics and Foreign Languages and Literature. In 2002, the program underwent major curriculum revision to strengthen its core courses, add new courses, initiate a cohort component, and provide for more consistent education and training of its candidates. The M.A. in TESL was reviewed by the National Council for Accreditation of Teacher Education (NCATE) in 2002-2003 as part of a University-wide accreditation renewal process.

C. Administration and Faculty

The Committee on Graduate Studies in Education (CGSE) is the School of Education (SOE)-level committee that has general oversight of all the graduate programs, including the M.A. in TESL, in the School of Education. The committee is composed of five faculty members from the School of Education, a graduate student member selected by the Education Graduate Association, and the Assistant Director of the School of Education who serves as the Graduate Coordinator for the School of Education. A separate M.A.-TESL committee administers the program in terms of admissions and making recommendations for curriculum and policy changes. In addition, committee members serve as advisors to degree candidates. Committee membership includes SOE faculty possessing ESL expertise and representative of the English Language Institute.

The SOE is committed to the recruitment, support, and retention of full-time, tenure-line faculty members in ESL. Faculty members who teach graduate courses and advise graduate students in the School of Education must have a doctorate or equivalent. In some instances, faculty members with a master's degree and special expertise in an area of Education as a result of concentrated study, employment experience, or service may be recommended for graduate teaching. In such cases, the faculty member must have a record of successful teaching in a specialized area of Education, proven scholarly ability, and the endorsement of the ESL faculty and the Director of the School of Education. Faculty members in ESL serve as advisors to candidates admitted to the program, teach courses, and evaluate candidates' exhibits and exam responses.

D. Degrees Offered

The degree awarded to candidates who complete this program will be a M.A. in TESL. Many graduates will earn this degree and then seek state Department of Education certification as ESL or Bilingual teachers.

Part II. Admission

A. University Policy on Admission

Admission to the graduate program is competitive. Those who meet stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

B. University Admission Procedures

Applicants must submit all of the following items to the Office of Graduate Studies before admission can be considered:

- The M.A.-TESL degree at Delaware is designed to be a cohort program, fostering cooperation and collegiality among candidates, and most degree candidates are full-time students. Thus, the admissions committee generally admits students only for the fall semester, with completed Admissions Applications submitted by April 1. Requests for a spring admission will be considered on a case-by-case basis, with requests being directed in writing to Dr. Scott Stevens ([ssstevens@udel.edu](mailto:sstevens@udel.edu)) by October 1. If the request is approved, complete applications for spring admission must be received no later than November 1st.
- Admission application forms are available from the Office of Graduate Studies, from the departments, and online (<http://www.udel.edu/admissions/appinfo.html>).
- A \$70 nonrefundable application fee must be submitted with the application. Checks must be made payable to the University of Delaware. Applications received without the application fee will not be processed. Foreign students may utilize either a check or an International Postal Money Order to remit payment in U.S. currency.
- An official transcript of all previous college records must be sent directly from the institution to the Office of Graduate Studies. Students who have attended the University of Delaware need not supply a transcript from Delaware. Transcripts issued in a language other than English must be accompanied by an official translation into English. If the rank of the student is not displayed on the transcript or diploma, an official letter of explanation and ranking from the institution where the degree was earned is required.
- Applicants must submit at least three letters of recommendation. The MA TESL committee members recommend that one of these letters come from a teaching supervisor or former employer and one from a professor.
- The Graduate Record Examination (GRE) test scores are required for admission into the M.A.-TESL program.
- International student applicants must demonstrate a satisfactory level of proficiency in the English language if English is not their first language. The Test of English as a Foreign Language (TOEFL) is offered by the Educational Testing Service in test centers throughout the world. TOEFL scores more than two years old cannot be validated or considered official. International students must be offered admission to the University and provide evidence of adequate financial resources before a student visa will be issued. The University has been authorized under Federal law to enroll nonimmigrant alien students. International students are required to purchase the University-sponsored insurance plan or its equivalent.
- It is a Delaware State Board of Health Regulation and a University of Delaware mandate that all entering graduate students born after January 1, 1957 give proof of proper immunization for measles, mumps, and rubella. If immunization requirements are not met, the student will not be eligible to register. Specific information may be obtained from the Student Health Service (302) 831-2226.

C. Specific Requirements for Admission into the M.A. in TESL

Admission decisions are made by the MA TESL Committee. Students will be admitted to the program based upon enrollment availability and their ability to meet the following minimum recommended entrance requirements:

- Baccalaureate degree from an accredited college or university.
- An officially reported GRE score. Students are normally expected to have a minimum score of 1050 on math and verbal sections combined.
- An undergraduate GPA of 3.0 or higher.
- For students whose native language is not English, an officially reported minimum TOEFL score of 600 (paper-based test) or 250 (computer-based test) or 100 (iBT).
- A written statement of goals and objectives, including a statement that clearly identifies the applicant's area of interest in teaching English as a second language.

D. Admission Status

Regular admission may be offered to students who meet all of the established entrance requirements and who have the ability, interest, and commitment necessary for successful study at the graduate level in a degree program. Admission to the graduate programs at the University of Delaware is selective and competitive based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet stated minimum academic requirements are not guaranteed admission. This program receives more applicants than can be considered for admission.

This program does not offer provisional admission.

Part III. Degree Requirements for the Master of Arts in TESL and Bilingual Education

A. Course Requirements

This M.A. program requires 33 credit hours of course work, including:

EDUCATION CORE (12 credit hours)

1. EDUC 627: Models of Instruction
2. EDUC 740: Literacy Instruction for English Language Learners
3. EDUC 613: Adolescent Development and Educational Psychology
4. EDUC 619: Diversity in Secondary Education

LINGUISTICS, ESL AND BILINGUALISM (18 credit hrs)

1. LING 676: Second Language Acquisition and Bilingualism
2. EDUC/LING 672: Teaching English as a Second Language
3. FLLT 624: Second Language Testing
4. ENGL/LING 677: The Structure of English
5. FLLT 622: Language Syllabus Design
6. EDUC 647: Advanced ESL Teaching Methods, Design, and Procedures

ELECTIVES (Required only for students seeking certification) (3 credit hours)

- EDUC 614: Teaching Exceptional Adolescents

ESL Practicum (EDUC 742): 3 credits. Students prepare a portfolio based on the school experience. A series of written observations by their supervisors will be included in the submitted portfolio. The three-credit practicum is required only for teachers not seeking certification.

Certification Requirements Students seeking state certification either in ESL or Bilingual education must register for a supervised field experience, EDUC 750 Graduate Teaching Internship. These credits are not included in the degree requirements, and would normally be taken during Spring Semester of Year Two. Students must enroll in a total of 6 credits of Internship, and these credits may be taken in one semester of 6 credits, or two semesters of 3 credits each.

B. Non-Registered Degree Requirements

1) Examinations: Prior to exit from the program, all candidates are required to provide evidence of their competence through the completion of the PRAXIS II examination in ESL.

2) Additional Requirements. MA TESL students who have completed eighteen credits of course work must submit a portfolio to demonstrate their eligibility to continue in the graduate program and qualify for degree candidacy. The portfolio will be reviewed by two members of the MA TESL graduate committee, who will evaluate the submission based on a scoring rubric inclusive of eight core NCATE/TESOL standards. For each of the eight standards addressed in the rubric, the candidate must provide a self-evaluation of how well he or she has met the standard. The candidate should reference specific documents (or sections of larger documents) contained in the portfolio as further evidence of having met the standard. The supporting evidence to the self-evaluations should include copies of major projects and papers completed in the first year of degree study. Where possible, the submission should include one or more examples from at least four of the following six categories:

- *a sample lesson plan,
- *any portfolio completed for a previous course,
- *a video of a presentation or teaching performance,
- *any assessment instrument developed by the student,
- *a compilation of completed research papers, and
- *a sample of teaching materials developed as part of or a result of the MA TESL program.

C. Language Requirements

1. For bilingual teachers: Bilingual teachers need to be able to effectively communicate in the target group's language. This requirement can be fulfilled by completing 15 hours of course work in the target language at or above third year college level, or by passing a language proficiency test.
2. For ESL teachers: ESL teachers need to have at least 6 hours of a foreign language at intermediate level or pass a proficiency test.
3. NOTE: Language courses are not counted as degree credits. Students are encouraged to complete the language requirement prior to entering the program or over the winter and summer sessions.
4. Nonnative speakers of English who plan to use their MA-TESL degree in the US or apply for certification, will be required to establish proof of their English proficiency by taking the University UDIA and SPEAK tests, scoring a minimum of 250 and 55, respectively. These tests are administered by the ELI. Students should contact the ELI to make testing arrangements.

Part IV. General Information

A. Financial Assistance

Financial assistance for full-time students in the M.A. program is obtained from a variety of external sources and will therefore vary in form and availability. Assistance will be awarded on a competitive basis to applicants best fitting the needs of the granting agencies and sponsoring faculty. Students receiving graduate assistantships will be expected to work up to 20 hours per week on faculty projects and students are expected to maintain full-time status.

B. Application for Advanced Degree

To initiate the process for degree conferral, candidates must submit an "Application for Advanced Degree" to the Office of Graduate Studies. The application deadlines are February 15 for Spring candidates, May 15 for Summer candidates, and September 15 for Winter candidates. The application must be signed by the candidate's adviser and by the Director or the Assistant Director of the School of Education. There is an application fee of \$50 for master's degree candidates and a \$95 fee for doctoral degree candidates. Payment is required when the application is submitted.

C. Graduate Grade Point Average

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses applied toward the degree program must equal at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the overall index. Students must complete the first methodology course, EDUC 672, Teaching English as a Second Language, with a "B-" or better before taking EDUC 647, Advanced Methods in Teaching English as a Second Language. Candidates should see that their instructors have submitted all final grades.

D. Time Limits for the Completion of Degree Requirements

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. The University policy for students entering a master's degree program is ten consecutive semesters to complete the degree requirements. Students who change their degree plan and have transferred from one degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

E. Extension of the Time Limit

An extension of time limit may be granted for circumstances beyond the student's control. Requests for time extensions must be made in writing and approved by the student's adviser and the Director or Assistant Director of the School of Education. The Director/Assistant Director will forward the request to the Office of Graduate Studies. The Office of Graduate Studies will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

F. Transfer of Credit Earned as a Continuing Education Student at the University of Delaware

Students who complete graduate credits with the classification of CEND (Continuing Education Nondegree) at the University of Delaware may use a maximum of 9 graduate credits earned with this classification toward their graduate degree. The CEND credits, grades, and quality points become a part of the student's academic record and grade point average. CEND credit can be transferred provided that: (a) the course was at the graduate level, (b) the course was taken within the time limit appropriate for the degree, (c) the course was approved by the student's adviser and the

Director/Assistant Director of the School of Education, and (d) the course was in accord with the requirements for the degree.

G. Transfer of Credit from Another Institution

Graduate credit earned at another institution will be evaluated at the written request of the student. Such a request should be submitted first to his or her advisor using a Request for Transfer of Graduate Credit form. A maximum of 9 credits required for the degree will be accepted provided that such credits: (a) were earned with a grade of no less than B-, (b) are approved by the student's adviser and the Director/Assistant Director of the School of Education, (c) are in accord with the requirements of the degree, (d) are not older than five years, and (e) were completed at an accredited college or university. The credits, but not the grades or quality points, are transferable to University of Delaware graduate records. Graduate courses counted toward a degree received elsewhere may not be used. Credits earned at another institution while the student was classified as a continuing education student at that institution are not eligible to be transferred to one's graduate degree at the University of Delaware. Credits from institutions outside of the United States are generally not transferable to the University of Delaware.

H. Transfer of Credit from the Undergraduate Division at the University of Delaware

Students who wish to transfer credits from their undergraduate record to their graduate record may transfer a limited number by arranging with the department to have these courses approved by their instructors before the courses are taken. These courses must be at the 600-level, and the student must perform at the graduate level. They must be in excess of the total required for the baccalaureate degree, must have grades of no less than B-, and must not be older than five years. The credits, grades, and quality points will transfer.

Part V. 4 + 1 Option

Qualified undergraduate English majors at the University of Delaware may choose to apply to the 4 + 1 program, which results in a B.A. in English and an M.A. in Teaching English as a Second Language at the end of 5 years, rather than a traditional four-year bachelors degree and a two-year masters degree.

A. Admission into the 4 + 1 Program

Undergraduate University of Delaware English majors who are interested in this 4 + 1 program would apply to the program by November 1 of their junior year and receive notification of their acceptance in January of their junior year. The application process requires submission of a completed graduate application form for review by the Faculty Admissions Committee of the MA-TESL program.

The following requirements for admission are intended to ensure that every student admitted to the program will be successful. Successful applicants will:

- 1) have an overall undergraduate GPA of 3.2 or higher in all coursework taken at the University of Delaware upon applying to the program, with at least 3.0 or higher within their English major;
- 2) submit a letter of recommendation from his or her advisor in addition to the two additional letters of recommendation required as part of the graduate application; and
- 3) complete a graduate application online and submit the application fee.
- 4) the GRE test that is normally required as part of the admissions requirement for this degree program will be WAIVED for 4 + 1 applicants.

Admission to this graduate program is expected to be competitive. Those applicants who meet the stated minimum requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

B. Maintaining Status within the Program

Once admitted to the 4 + 1 program, students must:

- 1) maintain a minimum 3.0 overall GPA throughout the remainder of their undergraduate and graduate programs;
- 2) earn grades of “B” or higher in the four designated TESL courses they take as undergraduates; and
- 3) demonstrate satisfactory progress in the program.

Satisfactory progress includes following the prescribed program of study, and each student’s progress and GPA will be evaluated at the end of each academic year by the TESL Program Committee. Students who fail to meet the minimum GPA requirements or fail to show progress towards the degree may be withdrawn from the MA program.

C. 4 + 1 Degree Requirements for the M.A. in Teaching English as a Second Language

1. Course Requirements

The graduate level course requirements for the 4 + 1 program are the same as those for the traditional MA-TESL program in which students have received their bachelors degrees from other universities or from majors other than English at UD. The course requirements are as follows:

- EDUC 619 Diversity in Secondary Education
- ENGL 677 Structure of English
- LING 676 Second Language Acquisition and
- EDUC 672 Teaching English as a Second Language

The four courses above are taken as part of the student’s junior and senior year coursework in the bachelor’s degree in English

- EDUC 627 Models of Instruction
- EDUC 647 Advanced ESL Teaching Methods: Design and Strategies
- FLLT 624 Second Language Testing
- EDUC 613 Adolescent Development and Educational Psychology
- EDUC 740 Literacy Instruction for English Language Learners
- FLLT 622 Language Syllabus Design
- EDUC 742 ESL Teaching Practicum (for those students not seeking certification)

(or)

- EDUC 614 Teaching Exceptional Adolescents (for those students seeking certification)

The seven courses above are taken during the fifth year of the 4 + 1 program.

2. Certification Requirements

In the same way as students in the traditional MA-TESL program, students in the 4 + 1 program who are seeking TESL certification to teach in U.S. schools could be hired by a local cooperating school district after receiving their M.A., and register for EDUC 750, Graduate Teaching Internship to fulfill the student teaching requirement while they are teaching. Although employed by a school district, the University of Delaware would provide supervision for these students and at the end of their year of internship, they would be issued the University’s Institutional Recommendation stating that they have completed an NCATE approved teaching program.

3. Non-Registered Degree Requirements

Non-registered degree requirements for the students in the 4 + 1 program are identical to those required of the students in the traditional MA-TESL program, and are outlined in section III.B. of this document. The portfolio requirement that is submitted after 18 credit hours of coursework would be submitted at the end of the fall semester of the fifth year, since students will be entering the fifth year having completed 12 credits of graduate coursework as part of their bachelor's degree.